

MEMORANDUM FOR:

D/OIT, DD/OIT *l*

I phoned [] with this request in the a.m.
today - she stated that [] had met with the
requestors yesterday and that this request may be
OBE'd. She will follow up with Steve to make sure.

*Update - [] states that no
written response is required unless
there is some fallout from []
briefing tomorrow [] 11/24/87
11/24/87*

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

NEW BUILDING OCCUPANCY

FROM:

William F. Donnelly
Deputy Director for Administration

EXTENSION

NO.

DATE

20 November 1987

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Director
OIT

2.

3. Director
OL4. Director
OS

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

We need to make decisions on how to fund the tasks remaining to complete and occupy the New Building.

Please provide answers to the attached question(s) to the Management Staff as soon as possible--no later than 0900 25 November 1987.

WFD

ADMINISTRATIVE - INTERNAL USE ONLY

OIT 1896-81

OIT/TRIS
LOGGED

OIT

- Do you have the final CONTEL contract cost overrun figure?
- If so, have you asked OGC about using prior year funds for the cost overrun? Have they reviewed any of the documentation regarding the overrun? Have they rendered any decision, whether formal or informal?
- If you do not have final overrun figure, when do you expect to have it?
- What resources are required to complete this contract? At what dates are specific amounts needed? Provide a schedule reflecting this data.
- Do you anticipate a contractor personnel shortage that would affect the completion of this contract?
- Are there any unbudgeted costs associated with remaining in out-buildings longer than planned, i.e., telephone/data costs, etc.
- What is the status of secure TV for both buildings?

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